

**MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH
EARLY INTERVENTION SERVICES**

**ANNUAL REPORT/SELF ASSESSMENT
FISCAL YEAR 2008**

Part 1

INSTRUCTIONS

SUBMISSION DEADLINE: October 15, 2008

Submission deadline is for the following:

- Annual Report/Self-Assessment Excel file, Part 1 (*##_EIAnnRpt_Part1_Aug-08.xls*)
- email the completed file back to your EI Regional Specialist
- Program File Review reports (see *File Review Form R- AR FY '08.DOC*)
- submit 10 paper copies of this form for the 10 clients designated under “Section IV: (A) File Review/Data Verification (B) Service Coordination (Timeliness of Services)” (Note: a list of these 10 clients and their names was sent to programs in a separate mailing). These should be mailed to your EI Regional Specialist.

If you have problems with any of these files and need assistance or have any questions about content, please call your regional specialist.

Annual Report/Self-Assessment Files

The following files are included as attachments to an email sent to Early Intervention programs for the purpose of completing the Annual Report/Self -Assessment report:

- *EI Annual Report, Part 1 (##_EIAnnRpt_Part1_Aug-08.xls)*
- *File Review Form (File Review Form R- AR FY '08.DOC)*
- *EI Annual Report Instructions, Part 1 (EI_AnnRpt_Part1_Instructions_Aug-08.doc)*

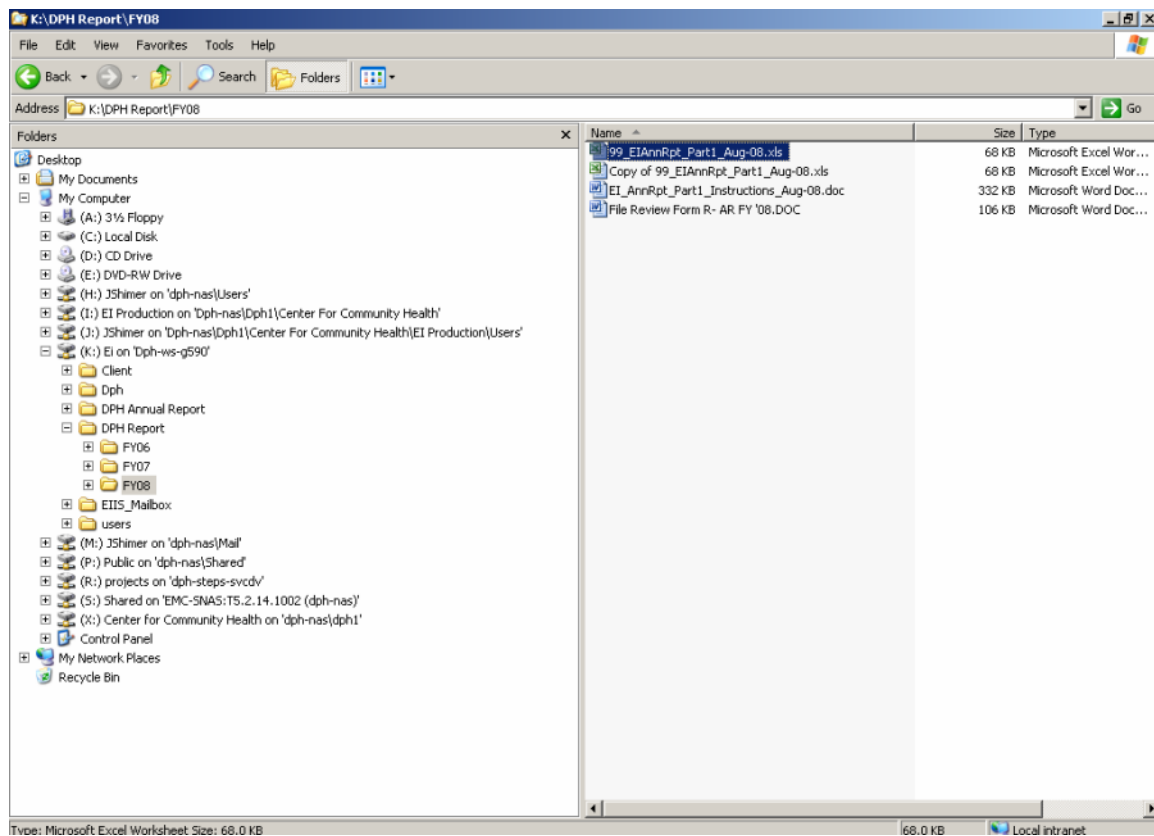
DO NOT change the format or structure of the *##_EIAnnRpt_Part1_Aug-08.xls* file. This file will be merged with other EI program files to be used to update DPH databases.

Accessing the Annual Report/Self-Assessment File

(##_EIAnnRpt_Part1_Aug-08.xls)

The Annual Report/Self-Assessment file is an Excel file containing multiple worksheets. Prior to accessing and editing this file it is recommended that you either save the email or make a copy of the file. In order to access the file, do the following:

- 1) Save the files from your email to a folder either on your C: \ drive or a network server.
- 2) In Windows Explorer find the files. To make a copy, highlight the file in Windows Explorer. On the upper toolbar select *Edit*, then *Copy*. Again, select *Edit*, and then select *Paste*. A copy of the file will be created within the same folder.
- 3) Highlight the ##_EIAnnRpt_Part1_Aug-08.xls Excel file. Double click on the file.



(##_EIAnnRpt_Part1_Aug-08.xls)

Each worksheet is identified at the bottom of the file by a tab.

Diagram illustrating the relationship between two variables:

- Sample *tab*
- Timeliness of Svs *tab*

(A) File Review/Data Verification

The file review process should be done on paper and mailed to your EI Regional Specialist. Please complete EVERY field of the file review form. The DPH data manager will cross reference the information from the file review with the EIIS database. This process is part of Early Intervention's Data Verification Plan.

(B) Timely Provision of Services Grid

This grid is part of providing data for Massachusetts' State Performance Plan (SPP) response to Indicator #1, Timely Provision of Services (*this information will capture the timeliness of services based on our state's definition of 30 days from IFSP signature date*).

Column Definitions

The following provides definitions and directions for some of the questions asked under this section:

- **IFSP Type**
 - *Initial* - Include all information for ALL services identified on the initial IFSP
 - *Review* - include the "IFSP Date" and ONLY those services having changes related to service provision (*change in service type, times per month, hours or professional discipline*). If there were no service provision changes made during the IFSP review, document the IFSP Review Date and select "NA" under the *Service* column.
 - *6 mos or Annual* - include ALL services documented and received by the family on the 6 month or Annual IFSP.
- **Service** (*Home visit, Home visit co-treatment, Center Individual, Center individual co-treatment, Child group, Parent group, Sibling group, Specialty, Transportation*).
 - If the service is a co-treatment list both disciplines on separate lines
 - If the discipline is the same repeat the record even though it will appear as duplicate information.
- **# of times per month:**
 - If a service is provided fewer times than once a month select "< once/month" and then state how often the service is provided (e.g., quarterly) in the "Notes" column.
 - Select "< once/month" for a one-time consultation visit and state this in the "Notes" column.
- **Hours per month:**
 - If the service is provided fewer times than once a month select "< one/month"
 - If it is a Transportation service select "Transp sv".
 - This column does not allow for decimals. If the cumulative total of hours per month for the client results in a decimal use traditional rounding practices.
- **Professional discipline (if Transportation service select "Transp sv"):**
 - DS = Developmental specialist
 - SP=Speech pathologist
 - PT=Physical therapist
 - OT=Occupational therapist
 - NS=Nurse
 - CS=Psychologist
 - SW=Social worker
 - Specialty=Specialty provider
 - Transp sv=Transportation service
- **1st date of this service** - list the date when the services started (*the first service date after the IFSP signature date*). The data sheet will determine whether this was over or under the 30-day time requirement
 - If it is over 30 days, select the primary reason for the delay (e.g., *Compliant: Family request*). Include a Note if the response to this question is "Other" (Note: *documented family reasons are the only acceptable reasons for federal reporting*).

Inserting Additional Rows

If additional rows are needed do the following:

1. Place the cursor in the cell below the row where you want the inserted row to appear.
2. On the upper toolbar at the top of the screen, select *Insert*, then *Rows*. One row will be inserted into your worksheet.
3. Highlight any row (click the number of the row to the very left of the row). On the upper toolbar at the top of the screen, select *Edit*, then *Copy*. The row will become animated.
4. Highlight your inserted row (click the number of the row to the very left of the row). On the upper toolbar at the top of the screen, select *Edit*, then *Paste*. All drop-down boxes and formulas will be copied into your inserted row.
5. Hit the *Esc* button on your keypad to get rid of the animation.

Deleting Rows

If you need to delete a row on the worksheet do the following:

1. Highlight the row (click the number of the row to the very left of the row) that you wish to delete.
2. On the upper toolbar at the top of the screen, select *Edit*, then *Delete*. This will delete the selected row.

Note: you do not need to delete rows that you have not used.

Saving the File

As you are completing your worksheet you should make sure that the file is saved periodically. To save the file do the following:

1. On the upper toolbar at the top of the screen, select *File*, then *Save*. This will save the information in your file at any point in time so that you can continue to work on it.

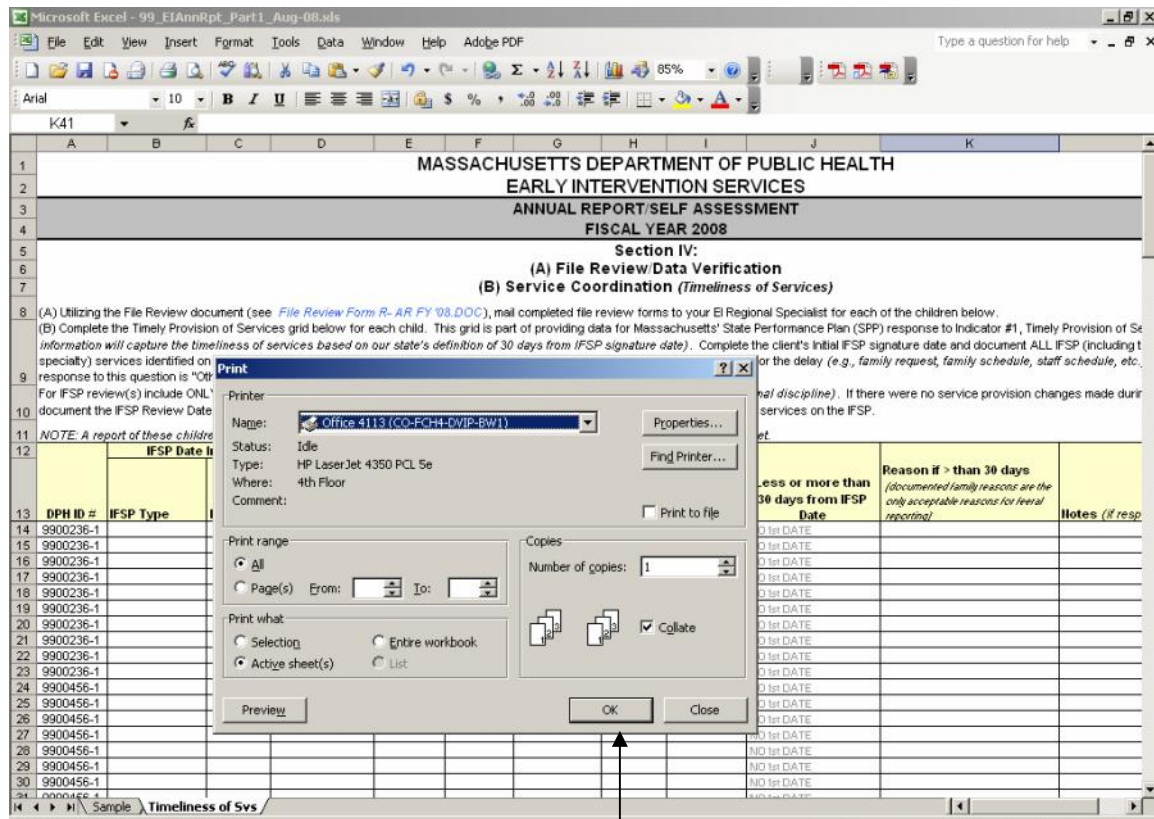
Children's Names

Children's names are not included as part of this list due to lack of Internet security with email transmissions. A separate report of the names for the DPH IDs listed in this section has been mailed to your program.

Printing the Annual Report/Self-Assessment

DPH recommends that you print out a copy of the worksheet in order to verify that everything has been completed correctly. To print out the file, do the following:

- 1) On the upper toolbar at the top of the screen, select *File*, then *Print*. A small *Print* box will appear.
- 2) Select *OK* on the *Print* box.



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